

## **Solicitation Process for Master Agreement Firms**

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### Request for Services (RFS)

The following describes the typical process that individual County departments will use in selecting a Master Agreement firm for a given project. This does not preclude a County department from awarding a project directly to a specific Master Agreement firm when it is in the County's best interest.

Individual County departments will determine when a Master Agreement firm can best perform a project. The County department will send a RFS to at least three Master Agreement firm(s). The RFS will be in the form of a Statement of Work which describes the specific project in detail, including the scope, required skills, completion dates, and reporting requirements. Firms will usually be given three to six weeks after the issue date to submit proposals for the project.

### Proposal Submission for RFS Projects

In response to the RFS, interested Master Agreement firms will submit proposals to the County department including:

- A detailed work plan, describing the firm's proposed approach to the project and a full description of the planned methodology to be employed.
- A timetable for completing the project.
- Resumes and work experience summaries of the proposed project team, including the project manager, supervisory personnel, and professional staff.
- A description of the firm's experience and capabilities in the project area.
- A number of hours and cost for each person on the project team, using hourly rates.
- The total maximum cost to complete the project.

### Proposal Evaluation and Selection for RFS Projects

Representatives of the County department, and possibly other County departments, will evaluate and score the proposals based on factors that may include:

- Work plan quality
- Response time
- Experience of personnel and the firm
- Project costs

### Work Order

If a Consultant is selected, the County department will execute the agreement via a Work Order. Any additional services shall require prior written approval and an amendment to the Work Order.

### Invoicing and Payment

Consultant shall submit invoices to the County department for payment. The Consultant shall be compensated in accordance with the approved Work Order upon completion and acceptance of the work by the County department.

### Fee Schedule

The fee is based upon fair and reasonable fees negotiated between the Consultant and the County department and set forth in the Work Order.

### Schedule

Services shall be performed with due diligence, and in a timely manner. All work shall be performed and submitted to the County department in accordance with the approved Work Order.

### County Option to Reject Proposals

The County reserves the sole right to judge the contents of the submitted proposals. Proposals that, in the County's sole discretion, are incomplete and/or do not follow content and format guidelines may be disqualified without further consideration. The County may, at its sole discretion, reject any or all proposals submitted in response to this RFP. The County shall not be liable for any costs incurred in connection with the preparation and submission of any proposal.